

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: CIVILIAN PERSONNEL WITH INCARCERATED PERSON CONTACT M-400

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
March 5, 2013	04-01-2026		07-11-2024

APPROVED BY: Detentions Bureau Chief Deputy Cindy Cisneros

REFERENCE: California Penal Code Sections 830 (et. seq.)

POLICY

The Kern County Sheriff's Office and the County of Kern utilize many different classifications of employees and contract personnel to fulfill the mission of the Sheriff's Office on a daily basis. In certain circumstances, it may be necessary for individuals who are not Peace Officers to be in close proximity to incarcerated people. The purpose of this policy is to help provide a safe environment for those individuals and the incarcerated people in Sheriff's Office custody.

DEFINITION(S):

For the purpose of this policy, the following definitions shall apply:

- **Civilian Personnel:** Any person employed by, or working under contract with, the County of Kern or an allied agency, who is not a Peace Officer as defined in California Penal Code (sections 830 *et. seq.*).
- **Direct Supervision:** When a Deputy Sheriff or Detentions Deputy is within a reasonable distance to observe Civilian Personnel, effectively supervise nearby incarcerated people, and immediately respond if needed. This does not include the monitoring of an area by a Deputy from a control room from which the Deputy cannot respond.

Note: For the purpose of this policy, remote observation via audio or video surveillance equipment shall not be considered direct supervision.

TITLE: CIVILIAN PERSONNEL WITH INCARCERATED PERSON CONTACT M-400

DIRECTIVE #1

Unless otherwise exempted below, civilian personnel shall not be left unattended with any incarcerated person. Civilian Personnel performing duties requiring incarcerated person interaction or duties in close proximity to incarcerated people shall only do so while under the direct supervision of a Deputy Sheriff or Detentions Deputy.

The following personnel are exempted while performing the duties or activities specified below:

- Any job classification that specifically requires unsupervised incarcerated person contact;
- Sheriff's Aides whose assignment entails incarcerated person contact or supervision;
- Medical Staff during private exams or confidential communication with incarcerated people;
- Chaplains and church volunteers during church services and confidential meetings with incarcerated people;
- Correctional Behavioral Health Gate/Matrix Program instructors during instruction periods in incarcerated person housing units;
- Bakersfield Adult School (BAS) instructors while instructing incarcerated people in BAS classes;
- Food service contract employees working with incarcerated person kitchen crews for food preparation and distribution;
- Other contract employees as determined by contract stipulations;
- Personnel who have brief incidental contact with Incarcerated Laborers (ILs);

Example: When civilian personnel pass through an area where Incarcerated Laborers are working;

- Circumstances in which staff interact with incarcerated people through a protective barrier;

TITLE: CIVILIAN PERSONNEL WITH INCARCERATED PERSON CONTACT M-400

Examples: While commissary staff pass purchased items through a door food-slot opening or when Data Entry Operators are processing new arrivals in booking rooms;

- Any exemption other than those listed above must be approved in advance by the Inmate Services Section Manager or designee.

DIRECTIVE #2

- Civilian maintenance staff will be continuously escorted and be under the direct supervision of security staff whenever they are inside an area that is occupied by incarcerated people or in a housing area in which the incarcerated people are not secured in their cells.